

Jury Statistics Report Frequently Asked Questions

1. What is JSR?

The JSR is the annual Jury Statistics Report and application.

2. When is the Jury Statistics Report due?

By March 31 each year courts are required to submit their jury statistics data for the previous calendar year, e.g. the 2017 jury data will be reported by March 31, 2018.

3. Our court did not summon any jurors or hold any trials during the year. Does my court still have to submit a report?

Yes.

4. Can the data be uploaded from my case management system?

No, the application will not permit data to be uploaded.

5. What are the two sections of this report?

The **juror yield section** is related to the number of juror questionnaires sent and returned, and the number of jurors qualified and able to serve.

The **juror utilization section** is related to the number of jurors summoned and used by the court.

6. What is juror yield?

Juror yield is the number of potential jurors who are qualified and able to serve, calculated as a percentage of the juror qualification questionnaires sent.

7. Which court submits the juror yield numbers?

The circuit court will report juror yield numbers by county for all courts in the county, regardless of their funding unit(s). The probate and district courts will not report juror yield numbers.

8. Why does only the circuit court report that number?

Each year, the Michigan Secretary of State sends a list to the county clerk in each county a list that combines the driver's license list and the personal identification cardholder list. The jury board or circuit court in each county obtains from each court in the county an estimate of the number of jurors they will need for the coming year. Based upon that number, the jury board or circuit court requests a first jury list from which to draw potential jurors. These functions are done at the county level under the direction of the circuit court or the circuit court clerk in that county. Because "yield" is a direct result of this process, only the circuit court can report those numbers.

9. What should be reported in the juror yield section of the JSR?

The juror yield section should include the total number of juror qualification questionnaires sent in previous calendar year, the number of these questionnaires that were returned and filled out completely, and the number of jurors who were qualified and able to serve. These juror yield numbers should be countywide and include all trial courts in the county, regardless of the funding unit(s).

10. What is juror utilization?

Juror utilization consists of three separate components and requires five numbers to be able to calculate. The components are: (1) the percent of jurors summoned that were told to report; (2) the percent of jurors told to report that were sent to a courtroom; and (3) the percent of jurors sent to a courtroom that were either seated on a jury or questioned in voir dire. The five numbers necessary to calculate juror utilization are: (A) the number of jurors summoned; (B) the number of summoned jurors told to report; (C) the number of jurors who actually reported; (D) the number of reporting jurors that were sent to a courtroom; and (E) the number of jurors sent to a courtroom that were either seated on a jury or questioned in voir dire.

11. Which court submits the juror utilization numbers?

Each court shall report juror utilization numbers by court jurisdiction. The probate and district courts may need to contact the circuit court to obtain the number of jurors summoned or directed to report if circuit court does the summoning of jurors for them.

12. My court is in the same building as another court and shares a juror pool, so we do not track how many were summoned or told to report specifically to our court. How do I submit my report?

If multiple courts use the same jurors once they have reported for service:

- a. The “reporting court” (for utilization purposes) should be the court that does the summoning of the jurors, and that court should track the first three steps of juror utilization (Summons, Told to Report, and Check-in of Actually Reported).
- b. Any “sharing court(s)” should track the last two steps of the jury utilization data for their own court (Sent to the Courtroom, Questioned in Voir Dire) and then give these numbers back to the “reporting court” to be added together and reported on the JSR report.

13. The circuit court submitted the juror utilization numbers for my court because we share a juror pool. Do I still need to report something through the JSR application?

Yes, you should check the box to indicate that your court’s juror utilization numbers were provided with the circuit court’s numbers. Also, the circuit court should check the box to indicate that the juror utilization numbers include data for other courts, and they must add those numbers to what they report in their juror utilization numbers.

- 14. One of the jurors was sent to two different courtrooms during the same day. How do I report this?**
In this situation, the juror should be counted only once in the field “sent to a courtroom.”
- 15. One of the jurors was questioned in voir dire in two different courtrooms. How do I report this?**
In this situation, the juror should be counted only once in the field “questioned in voir dire.”
- 16. If we mail the qualification questionnaire in December of 2017 and it is returned in January 2018, how is this reported?**
For the Juror Yield portion of the JSR, which is submitted by the circuit court, count that questionnaire with the 2017 data. For the Juror Utilization portion, count that juror with the 2018 data.
- 17. The juror’s term of service started in December 2017 and ended in January 2018. Do I report this juror with the 2017 report or the 2018 report?**
Report the yield for this juror with the 2017 report because they were qualified in 2017. Report the utilization data in the 2018 report, because the juror’s service extended into 2018. The instructions for utilization state, “If a juror’s term of service overlaps two calendar years, the juror utilization data is to be reported in the latter year.”
- 18. Our courthouse does not have a jury assembly room. Jurors who report for duty are sent directly to a courtroom to wait. Should we count these individuals in the category for "Jurors Sent to a Courtroom"?**
Not necessarily. A juror who was sent directly to a courtroom to report but was dismissed because the case settled should NOT be counted in this category. If a case was called and that juror was part of a group of jurors in the courtroom for voir dire in that case, then they should be counted in this category.
- 19. Jurors in our court can be summoned to appear on different dates more than once during their term of service. Should I count a juror each time he or she was summoned to the court?**
No. Count each juror only once, even if they are summoned multiple times during a term of service. Courts that have lengthy terms of service (one month or more) and direct jurors to report more than once during their term should consider reducing the term of service and establishing a policy that states if a juror has reported for service – even if not selected for a jury – their service is complete.
- 20. In the Juror Yield section of the JSR, it states that the circuit court will report the “Jurors Qualified and Able to Serve.” It directs the court to exclude jurors deferred to another term or who were granted an excusal. This can be done relatively easily for circuit court jurors. However, our district courts use a two-step process. We qualify jurors and then the district court summonses**

them with a date. Sometimes the district court grants deferrals and excusals if necessary based on their own guidelines. In order for the circuit court to calculate the “able to serve” number, would the district court need to send us the number of jurors they granted deferrals and any excusals?

No. The circuit court should report the number that they deemed qualified and available to serve.

21. Under juror utilization, do I include potential jurors who were summoned but not qualified or available to serve?

No. They must be both qualified and available to serve. For example, if your circuit court uses a one-step process, you would not count jurors that were summoned but not qualified or available to serve. If your district court excuses or defers juror that were previously qualified after summoning them, they should be excluded from the juror utilization report.

22. Our jurors are summoned only once for a three-month term. They are then told to call the court every Friday for that period to learn whether they must report on Monday morning. How should I count them in the utilization portion if they are told to report more than once?

If a juror is summoned for a term and told to report more than once during that term regardless of the length of the term, they should be counted only once. For example juror X is summoned for a week term in which trial can occur on more than one day and a juror can serve on more than one trial. Juror X is told to report two separate days for two separate trials. The number for the summons section should be 1 and told to report also 1, even though the juror reported twice. If the juror is selected for a trial for one of the cases but not even sent to a courtroom for the other time they reported, they would be counted as sent to a courtroom and questioned in voir dire.

23. What is difference between a one-step and a two-step juror qualification and summons process?

Courts that use a one-step process qualify and summon jurors at the same time. For example, if a court using a one-step process needs 100 jurors in 4 weeks, they would send out 200 qualification questionnaires and summons, assuming that they would have 100 jurors qualified and able to serve. Courts that use a two-step process send out a large number of qualification questionnaires and, once they have qualified a portion of those potential jurors, they will then summons them as needed during the year.